

**CONFIDENTIAL**

15 November 1950

MEMORANDUM FOR: STB

SUBJECT: Training Requirements

1. We must increase the capacity of the three courses of common instruction in order to meet the present requirements of OSO and OPC. To accomplish this the courses must be run at full capacity and at an increased frequency. This matter should have first priority in all staff training. Would you therefore outline for me a plan to carry this into effect. In preparing this plan you should consider the following points:

a. The maximum physical capacities of the concerned class rooms.

b. The maximum utilization of all STB instructors. This included not only those instructors of common instruction but also ASTS etc. It may further include other instructors and staff members of TRD as long as it does not interfere with their normally assigned duties.

c. The reduction in presentations by outside guest speakers. ✓

d. The maintenance of a valid evaluation system.

e. You should base your plan on approximately  students per month from OSO, OPC, and TRD.

2. If the plan you outline does not fulfill the requirements of OSO and OPC it may necessitate going on a night shift.

3. Would you please have this plan prepared for me by 17 November.

Chief, TRD

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